

# Human Resources Policy Bulletin

City of Lincoln

Number: 2020-2

Date: March 18, 2020

Reference:	Title:
	Temporary Paid Pandemic Leave

## I. POLICY

Effective Monday March 16, 2020, all City of Lincoln employees may request up to two (2) weeks of paid pandemic leave in the event of self-quarantine, quarantine, isolation, care of an immediate family member or for childcare needs resulting from school or day care closures. The emergency leave is available to all employees, including temporary and seasonal staff.

This two (2) week paid leave will be based upon the employees normally scheduled hours. For example, if an employee is full time at 40 hours per week, they would be eligible for 80 hours of paid leave. If an employee is normally scheduled for 56 hours per week, they would be eligible for 112 hours of paid leave. Part-time employees will be eligible for a prorated amount of time based upon their normally scheduled work hours.

This temporary paid leave policy can be requested during the current pandemic, and we will re-evaluate the program, as well as other leave policies, as needed in the coming weeks. At the end of the pandemic, unused paid pandemic leave will be removed from any employee's record, and the employee will not have any claim for future use.

## II. PROCEDURE

### Request from Employee

In the event of a qualifying situation, an employee will make a request to their director or director's designee to be paid through paid pandemic leave. The notice should be given in writing, such as an email or memo. Management will evaluate the request while considering the staffing needs for essential city services.

### Qualifying Events

A qualifying event will include situations such as:

- Childcare needs due to school closing or loss of daycare services
- Elective self or ordered quarantine or ordered isolation
- Self isolation due to high risk factors or vulnerable family member
- Travel within the United States from an CDC area of significant community spread
- Travel from outside the United States from a CDC identified level III country

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## Amount of Leave

Full time employees who work a 40-hour work week will receive 80 hours of paid leave

Full time employees who work a 56-hour work week will receive 112 hours of paid leave

Part time employees will receive a pro-rated amount of time based upon their scheduled work hours; for example: a part time employee who works 20 hours per week will receive 40 hours of paid leave.

## Recording of Paid Pandemic Leave

The department payroll clerk will be instructed by the Finance department in how to code and track the paid leave.



Doug McDaniel  
Human Resources Director

3-18-2020

Date



Leirion Gaylor Baird  
Mayor

March 18, 2020

Date

# **TEMPORARY PANDEMIC LEAVE REQUEST**

**Date of Request:** \_\_\_\_\_ First Request \_\_\_\_\_ Second Request

**Employee Name:** \_\_\_\_\_

(PLEASE PRINT--as appears on paycheck)

**Department:** \_\_\_\_\_

**Social Security Number (Last 4 Digits):** X X X – X X - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

## **CHECK ALL THAT ARE APPLICABLE FROM THE LIST BELOW:**

\_\_\_\_ Childcare needs due to school closing or loss of daycare services (may not be applicable to essential employees or first responders)

\_\_\_\_ Elective self or ordered quarantine or ordered isolation (may not be applicable to essential employees or first responders)

\_\_\_\_ Self isolation due to high risk factors (may not be applicable to essential employees or first responders)

\_\_\_\_ Self isolation due to vulnerable family member (may not be applicable to essential employees or first responders)

Indicate family member name: \_\_\_\_\_

Indicate relationship: \_\_\_\_\_

\_\_\_\_ Travel within the United States from a CDC area of significant community spread

Indicate area traveled to: \_\_\_\_\_

Indicate dates you traveled: \_\_\_\_\_

\_\_\_\_ Travel from outside the United States from a CDC identified level III country

Indicate Country traveled to: \_\_\_\_\_

Indicate dates you traveled: \_\_\_\_\_

## **ADDITIONAL COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

The City's Paid Pandemic Leave is subject to all tax withholding and will count as compensation for retirement match and pension contributions but will not have sick leave or vacation accruals.

## **SUBMIT COMPLETED FORM TO YOUR DEPARTMENT PAYROLL CONTACT**

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REVISED: 04-07-2020; 04-10-2020